**GENERAL EMPLOYEE APPLICATION FORM**

**(to be completed for ALL permanent, temporary and casual positions)**

School Principals are delegated employers of the Director of Schools within the Diocese of Broken Bay and are therefore afforded the responsibility of employing teachers and general employees to work in their schools. School recruitment and selection processes are fair and robust and the information applicants provide in this application form assists in the selection of a suitable candidate for the advertised position.

This application form is to be completed for all positions applied for, within the same school or other schools. In the event that multiple applications are to be made, it is satisfactory that copies of the form can be submitted with adjustments to *Section A*. It is also appropriate for scanned or photocopied certified copies of documents be provided as evidence with this application. Applicants may be requested by the school to bring original documents with them to interview.

**All new general employees to the diocese are required to complete each section of this** **application form and submit it, together with all supporting documentation, to the school.**

**Current employees** of the diocese may not see the need to complete some sections of the form, however to ensure applications are handled fairly, existing employees are required to provide historical information so the selection panel can make well informed decisions regarding the progression of an application.

All applicants should be aware that certain answers to child protection questions and/or declarations (sections H and I) may result in the school seeking clarification from the Human Resource Services team at the Catholic Schools Office (CSO) before progressing an application. Applicants will be notified by the school if this occurs.

**Application process for permanent and temporary positions:**

Please complete this application form and submit it, together with the supporting documentation, according to instructions provided in the job advertisement.

Applications for permanent and temporary positions should be supported by a letter addressing the criteria/position requirements set out in the advertisement.

**Application process for casual positions:**

Please complete this application form and submit it, together with the supporting documentation, to the school(s) where you wish to work.

Applications for casual positions should be supported by a cover letter addressed to the Principal.

***All applications will be handled confidentially within the school where the application was received until such time that a preferred applicant for the position is selected. Following this the application form will be sent to the CSO’s Human Resource Services team to complete work eligibility checks, job/pay data set up in the Payroll/HR Information System and the contract of employment (if applicable).***

***Applicants are not eligible to work until the pre-employment checks have been successfully completed by the CSO’s Human Resource Services.***

**SECTION A – GENERAL EMPLOYEE JOB APPLICATION**

1. Type of work I am applying for:

**Permanent**  **Temporary**  **Casual**

1. Name of school where I am applying for work:
2. Position/s I am applying for (please reference the advertised job title/s):

**ADMINISTRATIVE SERVICES**

**CLASSROOM AND LEARNING SUPPORT SERVICES**

**Operational services:**

**Cleaner**

**Maintenance & Outdoor**

**Canteen**

**Uniform shop**

**SECTION B – WORKPLACE CURRENCY**

1. Are you currently employed by the CSO Broken Bay or have worked in a Broken Bay school within the last 6 months?

**Yes**  **No**

1. Current/most recent school name:
2. Employee ID:

**SECTION C – PERSONAL DETAILS**

1. Title (MR MRS MS MISS DR SR BR):
2. Surname:
3. Given Name/s:
4. Preferred Name:
5. Former Names (if applicable):
6. Permanent Address with P/code:
7. Address for Correspondence with P/code:
8. Home phone:
9. Mobile:
10. E-mail:
11. Preferred contact method: **Home phone**  **Mobile**  **Email**
12. Date of Birth:
13. Country of Birth:
14. Nationality:
15. Are you of Aboriginal descent? **Yes**  **No**  **and/or**

Torres Strait Islander descent? **Yes**  **No**

1. Current VISA Class (if applicable):
2. VISA reference number (if applicable):
3. Visa Entitlement Verification Online (VEVO) (if applicable):
4. Religion:
5. Current Parish (incl. suburb):

**SECTION D – EDUCATION**

***SECONDARY/TERTIARY* *EDUCATION***

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| **Name and Location of Institution** | Years of Attendance | **Qualification Gained** | **Date Awarded** |
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**Certified Copies of Official Academic Transcripts must be provided with this application**

***OTHER RELEVANT QUALIFICATIONS AND/OR SIGNIFICANT, RECENT AND RELEVANT PROFESSIONAL DEVELOPMENT (within last 10 years):***

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| **Name and Location of Institution** | Years of Attendance | **Qualification Gained** | **Date Awarded** |
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**Certified Copies of any Certificates/Awards etc. must be provided with this application**

**SECTION E – EMPLOYMENT HISTORY**

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| *Please list positions held, commencing with the current or most recent.* | | | | |
| **Name and address of employment** | **Date** | | **Positions Held** | **Reason for resignation/ termination** |
| **From** | **To** |
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**SECTION F – NOMINATED REFEREES**

It is essential to nominate your two most recent employers (i.e. present and past). Applicants are encouraged to include a parish priest/pastor as the third referee.

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| **Name** | **Organisation** | **Position** | **Phone Number/s** |
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**SECTION H – CHILD PROTECTION & WORKING WITH CHILDREN CHECK**

General employee positions encompass child-related work and legislation requires preferred applicants to be subject to a Working with Children Check (WWCC).

Anyone applying for a general employee position is required to apply for a check and provide their WWCC number.

To apply for a WWCC:

1. fill in an online form at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) or call the helpline to have someone fill in a form for you

and

1. take the application number to a [motor registry](http://www.rta.nsw.gov.au/cgi-bin/index.cgi?action=motorregistries.form) or [government access centre](http://www.directory.nsw.gov.au/gap.asp), pay the fee (if applicable) and have your identity confirmed (you will need to take [appropriate identification](http://www.rms.nsw.gov.au/roads/licence/identity/index.html) with you)

Certified documentation which satisfies the ‘100 point check identification’ check will also need to be provided with this application. In most cases, certified copies of a birth certificate or passport as well as a driver’s licence will suffice.

**Please answer the following questions:**

1. Please provide your Working with Children Check Number:
2. Are there any relevant (child-related) criminal charges or convictions on your record?

Yes   No 

**If yes** please give a brief description:

***Subject of an allegation***

1. ***(For NSW applicants)*** Have you ever been the subject of a child protection investigation involving an allegation of ‘reportable conduct’ (sexual offence/misconduct, assault, ill treatment, neglect or psychological harm of a child)?

Yes  No 

**If yes** please give a brief description:

1. ***(For applicants outside of NSW)*** Have you ever been the subject of a serious allegation regarding harm to a child that resulted in a notification to a statutory authority under the local child protection legislation?

Yes   No 

**If yes** please give a brief description:

1. Have you ever been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm?

Yes   No 

**If yes** please give a brief description:

1. Are you aware of any reason or concern, held by another person, which may make you unsuitable to work in child related employment?

Yes   No 

**If yes** please explain:

***Please contact the CSO’s Child Protection Administrative Support on (02) 9847 0618***

***if you have any queries.***

**SECTION I – GENERAL INFORMATION**

1. *COMMUNITY INVOLVEMENT -* Provide detail on areas in which you have been involved in your parish and/or community:

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1. *OTHER EXPERIENCES -* Provide detail of other experiences you consider relevant to this application:

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1. CRIMINAL CONVICTION - Have you ever been convicted of any criminal offence?

Yes   *please give details below* No  

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1. DISCIPLINARY ACTION - During the last 5 years have you ever been the subject of formal disciplinary action and/or a formal process relating to your work performance? If yes, provide details.

Yes   *please give details below* No  

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1. GENERAL STATE OF HEALTH –
   1. Do you have any illness/injury that may impact on your capacity to perform the inherent requirements of the position, or that may be aggravated by the duties of this position?

Yes   *please explain below* No  

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* 1. Do you have a Worker’s Compensation illness/injury that would render you unable to carry out the inherent requirements of the position?

Yes   *please explain below* No  

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* 1. Is there any other information regarding your health history that may need to be known when considering your application for employment?

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***Note: Prior to the offer of any appointment, an applicant may be required to undergo a medical examination by a practitioner nominated by the Director of Schools if it is envisaged that it may affect the applicant’s capacity to carry out the role.  In accordance with the declaration in the Application Form if an applicant does not meet the requirements on medical grounds the appointment may not proceed.***

**SECTION J – EVIDENTIARY CHECKLIST**

Listed below are the documents **required** to complete this application *(some of which must equate to* ***100 points*** *or more)*. You are required to submit photocopies or scanned copies which have been verified as true copies of the original by either of the following:

* 1. a Justice of the Peace OR
  2. a Solicitor

***Please note: If you are applying for multiple positions, copies of the certified documentation***

***may be submitted for each application.***

*Please tick the boxes next to all the certified documentation you are submitting as part of your application.*

**Australian trained applicants** **must tick (✓) and submit** any of the following certified I.D. documents equating to at least 100 points.

birth certificate or Australian passport (translated if not in English) = **70 points of a ‘100 point identification check’**

Australian driver’s licence = **40 points of a ‘100 point identification check’ OR**

Australian tertiary student I.D card = **40 points of a ‘100 point identification check’**

current Australian issued credit card = **25 points of a ‘100 point identification check’**

Other

**Overseas trained applicants** **must tick (✓) and submit** any of the following certified I.D. documents equating to at least 100 points.

international passport inclusive of work permit = **70 points of a ‘100 point identification check’**

Australian tertiary student I.D card = **40 points of a ‘100 point identification check’**

international driver’s licence = **25 points of a ‘100 point identification check’**

current Australian issued credit card = **25 points of a ‘100 point identification check’**

Other

**In addition, please tick (✓) additional certified documentation being submitted as part of the application:**

Working with Children Check number;

marriage certificate (if applicable);

degrees/diplomas/certificates from relevant educational institutions for all courses listed in your education history;

transcripts relating to all above indicating current enrolment and courses completed/awarded (Internet transcripts are **not** accepted);

records of employment/statements of service (if applicable).

**SECTION K – APPLICANT DECLARATION**

I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application.

I understand that the provision of false information may result in the termination of any employment in Broken Bay systemic schools, now or in the future.

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| **APPLICANT’S ELECTRONIC SIGNATURE** | **DATE** |

***FOR INTERNAL USE BY SCHOOL ONLY***

🞏 Application form completed and signed

🞏 Certified identification (100 points)

🞏 Passport (70 points)

🞏 Birth Certificate (70 points) – with certified translation if not in English

🞏 Australian Driver’s Licence (40 points)

🞏 Australian Tertiary Student Identification Card (40 points)

🞏 Australian Credit Card (25 points)

🞏 Other: Please specify:

🞏 Marriage Certificate (if applicable, ie. if the name on the documentation is different to current name)

🞏 Certified Degrees/diplomas/certificates from relevant educational institutions

🞏 Certified transcripts

🞏 Certified records of employment / statements of service

🞏 Working with Children Check number

**Employment Collection Notice**

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| In applying for this position you will be providing the school to which you are applying and the Catholic Schools Office with personal information.  If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.  The Diocesan School System’s (DSS) Privacy Policy contains details of how you may complain about a breach of the APPs or how you may access and seek correction of your personal information. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.  We may disclose personal information you provide to the Catholic Education Commission NSW and the Catholic Commission for Employment Relations. We may also disclose this information with your consent or as required or authorised by law.  We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under child protection laws. We may also collect personal information about you in accordance with these laws.  The DSS’s service provider may store personal information in the ‘cloud’, which may mean that it resides on servers which are situated outside Australia.  If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties. |

You can obtain further information about privacy from:

* the School Principal
* The Privacy Officer  
  Catholic Schools Office  
  P O Box 967  
  Pennant Hills NSW 1715